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MILITARY EXECUTIVE COMMISSION  
PROVINCE OF LEYTE  
TACLOBAN

Office of the Governor.

INSTRUCTION NO. 3.  
(Provincial)

September 17, 1942

S i r s :

Immediately after receipt hereof please commence registration of all the families and the persons living with each family in your municipality. For purposes of this registration the following rules and regulations must be observed:

1. Every family in the municipality must be visited.
2. The family identification certificate must be accomplished at the time that each family (include all persons living with family such as relatives, boarders, servants, etc.) is visited, after which the identification card must be issued to each and every member of the household (this includes servants, maids, relatives and every person living with the family).
3. All inhabitants in the municipality must register not later than October 15, 1942.
4. The identification card must all times be carried in the person of every individual. Those who fail to bring in his person the identification card will be subject to detention or investigation and he may be considered an enemy. This card must be shown upon demand by any peace officer or soldier.
5. Those who fail to register within the period above stated may lose their rights as citizens.
6. If a family moves to another house due notice must be given to the Mayor.
7. If any member of the family or of the household moves to another place a notice must also be given to the Mayor. For instance, if a servant etc., is dismissed or goes away such fact must be reported to the Mayor.
8. Any new member of the family or household who arrives and intends to live with the family must also be reported to the Mayor.
9. In all the cases stated in numbers 5, 6, and 7 the Mayors must make an entry (cancelling an entry or making a new entry as the case may be) in the corresponding family identification certificate.



10. After registration all certificates must be kept at the municipal building and classified according to the nationality of the families, that is, the identification certificates of Filipinos, Chinese, Spaniards etc. must be kept separately.
11. After the completion of the registration, the Mayor will submit to this office a resume of this census giving total number of population, total number of houses and families.
12. The purpose of the registration is to identify all law-abiding citizens in the community.
13. For every family identification certificate and each identification card issued the nominal fees of 10 centavos and 5 centavos respectively must be collected. The amounts so collected shall accrue to the provincial and municipal funds equally.
14. Registration must continue even after the expiration of the period above stated. That is after October 15, 1942. This allowance is made to those who cannot register due to some unavoidable circumstances.
15. Those who loss their identification cards must at once report to the Mayor who may issue a copy of the card upon payment of a ₱.50 fee.
16. Identification card is non-transferable. In the event of transfer both the transferor and transferee shall be subject to pay a fine of ₱5.00 each and in case of insolvency ~~xxxxxxx~~ both shall suffer an imprisonment of 10 days.

*Bernardo Torres*  
BERNARDO TORRES  
Provincial Governor

TO ALL MUNICIPAL MAYORS,  
PROVINCE OF LEYTE.

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Note: Children below 10 years are exempted from paying the 5 centavos identification certificate. Do not issue anymore said personal card to them. But they must be included in the Family Identification.

If there are more than six members in the family use 2 or 3 family identification certificate. But all of these must bear the same serial number. Only 10 centavos shall be collected.